PRESQUE ISLE TOWNSHIP
Planning Commission Minutes
August 3, 2026 - 6:00 p.m.

Changes in Membership

Township Supervisor Steve Lang accepted the resignation of Planning Commission Chair Lisa Larkin prior to the meeting. Pursuant to the Planning Commission bylaws, Vice Chair Stacy Holmén succeeded to the office of Chair for the remainder of the unexpired term.

Call to Order

6:00 p.m.

Pledge of Allegiance

Pledge was recited.

Roll Call

Present: Chair Stacy Holmén, Secretary Cynthia Paavola, Board Liaison Jennifer Wieczorkowski, and members Michael Cermak, and Tom Ludwig. Township Supervisor and Zoning Administrator Steve Lang was also in attendance.
Absent: Member Richard Lefevre.

Approval of Agenda

A motion was made by Paavola, supported by Ludwig, to approve the agenda as presented. The motion carried unanimously.

Approval of 7/6/26 Minutes

A motion was made by Wieczorkowski, supported by Cermak, to approve the July 6, 2026, meeting minutes as presented. The motion carried unanimously.

Comments from the Audience (3-min. limit)

1. A member of the public asked about the process for filling the Planning Commission vacancy created by the resignation of Chair Lisa Larkin. Lang explained that the Vice Chair succeeds to the position of Chair, the Commission would elect a new Vice Chair, and, if the Commission membership remains at seven members, the remaining vacancy would be filled by appointment of the Township Board of Trustees upon the Supervisor's recommendation.

2. Two (2) audience members expressed support for the Township's septic system ordinance but raised concerns regarding public confusion about

inspection requirements. The audience members suggested revising the informational brochure or publishing a newspaper article to improve public awareness.

Correspondence

Lang reported receipt of a resignation letter from Planning Commission Chair Lisa Larkin, noting that her resignation was effective immediately.

Election of Vice Chair

A motion was made by Paavola, supported by Ludwig, to appoint Michael Cermak as Vice Chair of the Planning Commission. With no further nominations, a roll call vote was taken. The motion carried unanimously.

Unfinished Business

a. **Nonconforming Structure Amendment**
b. **PIHA Pool Building Findings of Fact**
c. **Accessory Structures**

Nonconforming Structure Amendment: Holmén noted that no feedback had been received from Presque Isle County regarding the Nonconforming Structure Amendment approved at the July meeting.

A motion was made by Cermak, supported by Wieczorkowski, to refer the amendment to the Board of Trustees for ratification. A roll call vote was taken. The motion carried unanimously.

PIHA Pool Building Findings of Fact: Holmén noted that the Planning Commission needed to complete the findings of fact for the Presque Isle Harbor Association pool building site plan, which had been inadvertently omitted at the prior meeting. The Commission reviewed the applicable site plan approval criteria and determined that the findings of fact had been met.

A motion was made by Ludwig, supported by Cermak, to approve the findings of fact for the Presque Isle Harbor Association pool building site plan. The motion carried unanimously.

Accessory Structures: The Planning Commission continued its discussion regarding proposed amendments to the

accessory structures provisions of the Township Zoning Ordinance.

Lang reported that, at the Commission's request, he had contacted the Northeast Michigan Council of Governments (NEMCOG) regarding a comprehensive review of the Township Zoning Ordinance. NEMCOG estimated that a complete review and update would cost approximately $10,000. Lang recommended focusing on the sections currently under review and considering a comprehensive review by NEMCOG next year.

The Commission then reviewed and discussed the following:

- Lot vs. Parcel: The Commission revisited its previous discussion regarding the distinction between the terms "lot" and "parcel." It was noted that, for purposes of determining percentage-based size limitations, the calculation would be based on the parcel; therefore, "parcel" and "lot" should have distinct definitions in the Zoning Ordinance. The Commission discussed contacting NEMCOG for guidance on definitions. Cermak suggested defining "parcel" as "an area of land that encompasses one tax parcel, which may encompass one or multiple lots."

- Section 3(B)(2)(a)(1): The Commission agreed to retain the provision stating, "No accessory building or accessory structure shall occupy more than twenty (20) percent of the unoccupied space of the total area."

- Section 3(B)(2)(a)(2): The Commission discussed the provision stating, "The total floor area of the principal building and all accessory buildings shall not occupy more than thirty (30) percent of the parcel area excluding setbacks." Cermak proposed reducing the allowable coverage from 30% to 20%. Holmén noted that the term "total floor area" was

not defined in the ordinance. The Commission agreed that the provision was intended to refer to "ground floor area" and agreed to revise the language accordingly. The Commission also agreed that "ground floor area" should be added to the ordinance definitions.

- Section 3(B)(2)(a)(3)(e): The Commission reviewed the provision requiring an applicant to establish a greenbelt prior to construction of an accessory structure. Commissioners discussed whether the existing greenbelt requirement should continue to apply in all zoning districts where accessory structures are permitted. Following discussion, the Commission reached consensus to remove the greenbelt requirement from all zoning districts except the R1, EC, and FR districts.

- Section 3(B)(2)(a)(3)(f): The Commission reviewed the provision addressing accessory structures on parcels without a principal dwelling, which limits the structure to 15% of the parcel size. The Commission discussed whether a maximum size limitation should be established in addition to the percentage-based standard. Cermak proposed permitting accessory structures up to 4,000 square feet without requiring site plan review. Holmén proposed limiting the size to 15% of the parcel area or 4,000 square feet, whichever is greater.

With no further discussion, the Commission agreed to incorporate these proposals into the next working draft for further consideration at the next meeting.

New Business: None.

<u>Reports</u>:

a. **Zoning Administrator – S. Lang**
b. **Board Liaison – J. Wieczorkowski**
c. **ZBA Liaison – C. Paavola**

a. A written report was submitted by Lang and reviewed by the Commission.
b. No report.

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c. A written report was submitted by Paavola and reviewed by the Commission.

Adjournment: 7:34 p.m.

Next meeting: Tuesday, 9/8/26, at 6:00 p.m.